
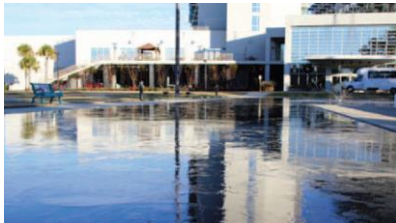




## THE AFRH QUARTERLY EMPLOYEE NEWSLETTER

**Third Quarter Fiscal Year 2014**

The AFRH Employee Newsletter is an official publication  
for all AFRH staff from your Chief, Human Capital Officer (CHCO)

CHCO's Corner	In this Issue	COO Salute	*Appraisals*																
<p>We have been receiving positive feedback about the Employee Newsletter. Plus we received many ideas for the name. Thanks so much! My goal is to provide you important information that will help you in your jobs at AFRH. In subsequent newsletters I want to include articles to meet your expectations. Let me know what you want to hear about.</p> <p>The staff is preparing this quarter to begin the new appraisal schedule in July. The cycle for FY13-14 is from January 2013 through June 2014. The new cycle will start July 1, 2014 and end June 30, 2015.</p> <p>See the Training schedule on both campuses under our Important Dates. Participate when training is offered because, as you know, we have 4 mandatory courses to complete.</p> <p>Let's all participate in the naming the newsletter. See MY VOTE on page 2. Thank you for all your input. Please send your thoughts and ideas to Donna.Smith@afrh.gov. Thanks!</p> <p>Donna Smith AFRH Chief Human Capital Officer (CHCO)</p> 	<p><i>Fiscal Year 2014 3rd Quarter</i></p> <p><i>April 1 – June 30, 2014</i></p> <p><b>Appraisal Timeline <i>New!</i></b></p> <p><b>Employee Information</b></p> <p><b>Heroes <i>New!</i></b></p> <p><b>Important Dates</b></p> <p><b>MY VOTE <i>New!</i></b></p> <p><b>PCC Feedback <i>New!</i></b></p> <p><b>Phone Numbers</b></p> <p><b>Training</b></p>	<p>On March 20 we had a special ceremony to honor two AFRH-W employees who demonstrated heroic actions in a Resident emergency. I was pleased to see so many of the Washington staff in attendance at the ceremony. I presented the two employees with Special Act Awards - Heroism, a small gesture to honor such courage in an emergency. We are all proud of them.</p> <p>I, along with all of you, am looking forward to the new Newsletter name, more on the appraisal system, and topics of interest to you.</p> <p>Because of you, the AFRH is achieving its goals. Thank you for all you do.</p> <p><i>Steven G. McManus</i> <i>AFRH Chief Operating Officer (COO)</i></p>	<p><b>2013</b> Jan 1 – Dec 31 Standards set Special Review on AFRH Form 7-1 Revision 6A</p> <p><b>2014</b> <b>By Jan 31</b> Special Review Completed</p> <p><b>Until June 30</b> Developing standards for AFRH Strategic Goals</p> <p><b>Jun 30</b> End of FY 13-14 performance cycle (see Page 2 for details)</p>																
<p><b>Key Phone Numbers:</b></p> <table><tr><td><b>*Bureau of the Fiscal Service</b> (formerly Bureau of Public Debt (BPD))</td><td><b>See the AFRH Desk Guide for full listing</b></td></tr><tr><td><b>Human Resources</b></td><td></td></tr><tr><td><b>* Inspector General</b></td><td><b>202-541-7550</b></td></tr><tr><td><b>Sheila Abarr (to April 5)</b></td><td></td></tr><tr><td><b>Woodrow Jones (April 7 forward)</b></td><td><b>Room 302 Sherman</b></td></tr><tr><td><b>*CHCO</b></td><td></td></tr><tr><td><b>Donna Smith</b></td><td><b>202-541-7531</b></td></tr><tr><td><b>*EEO Counselors</b></td><td><b>202-433-2330</b></td></tr></table>				<b>*Bureau of the Fiscal Service</b> (formerly Bureau of Public Debt (BPD))	<b>See the AFRH Desk Guide for full listing</b>	<b>Human Resources</b>		<b>* Inspector General</b>	<b>202-541-7550</b>	<b>Sheila Abarr (to April 5)</b>		<b>Woodrow Jones (April 7 forward)</b>	<b>Room 302 Sherman</b>	<b>*CHCO</b>		<b>Donna Smith</b>	<b>202-541-7531</b>	<b>*EEO Counselors</b>	<b>202-433-2330</b>
<b>*Bureau of the Fiscal Service</b> (formerly Bureau of Public Debt (BPD))	<b>See the AFRH Desk Guide for full listing</b>																		
<b>Human Resources</b>																			
<b>* Inspector General</b>	<b>202-541-7550</b>																		
<b>Sheila Abarr (to April 5)</b>																			
<b>Woodrow Jones (April 7 forward)</b>	<b>Room 302 Sherman</b>																		
<b>*CHCO</b>																			
<b>Donna Smith</b>	<b>202-541-7531</b>																		
<b>*EEO Counselors</b>	<b>202-433-2330</b>																		
 <p><i>Icy conditions at AFRH-G kept employees at home. See the photo above. AFRH-W was closed due to snow several times during the winter. All that cold weather is behind us now. Spring is officially here!</i></p>																			

**March Events!** Even if you are reading our news after these dates, please be aware that March 29 was Vietnam Veterans Day – a day to honor their proud legacy with our deepest gratitude. March 30 was National Doctor's Day. Please say "Thank you!" to your physicians who have taken such good care of you.

## APPRAISAL TIMELINE!

All AFRH employees should have received an interim performance appraisal called a Special Review for their performance from January 1-December 31, 2013. During January 2014 supervisors and managers should have discussed employees' performance. A record of that discussion is noted in the "Special Review" column of the IPP form for each person.

The final appraisal for FY 2013-2014 is due after June 30, 2014. The new Individual Performance Plan (IPP), Form 7-1, Revision 8, will be implemented annually from July through June each year and the form will be filled out electronically.

Please discuss any questions you have with your rater/manager.

DATES	ACTION	IPP VERSION
January 1, 2013 – December 31, 2013	Established AFRH Calendar Year 2013 Performance Management Cycle.	Revision 6A
March 2013	Notify CHCO that Standards established in IPP for each employee.	
July 15, 2013	Perform Mid-year review on Calendar Year 2013 standards.	Revision 6A
August 2013	Notify all AFRH employees of changes in Performance Management. Extend 2013 performance through 2014.	
December 2013	Managers provide a Special Review of 2013 standards using 2013 form.	Revision 6A
January 1, 2014 – June 30, 2014	Employees continue to work under 2013 Calendar Year standards. CHCO develops new form and trains staff to be ready to implement in 2014-15 cycle. Resolve any issues.	Revision 6A
June 30, 2014	Close 2013-2014 rating period.	Revision 6A
July 1, 2014	Start 2014-2015 Performance Management Cycle implementing the changes and using the new form.	Revision 8

## TAX DAY is April 15! Tips on Deducting Charitable Contributions

If you are looking for a tax deduction, giving to charity can be a 'win-win' situation. Here are eight things you should know:

1. You must donate to a qualified charity if you want to deduct the gift.
  2. You must file Form 1040 and itemize deductions. File [Schedule A](#), Itemized Deductions, with your federal tax return.
  3. If you get a benefit in return for your contribution, your deduction is limited. You can only deduct the amount of your gift that's more than the value of what you got in return.
  4. If you give property instead of cash, the deduction is usually that item's fair market value.
  5. Used clothing and household items generally must be in good condition to be deductible. Special rules apply to vehicle donations.
  6. You must file [Form 8283](#), Noncash Charitable Contributions, if your deduction for all noncash gifts is more than \$500 for the year.
  7. You must keep records to prove the amount of the contributions you make during the year.
  8. To claim a deduction for donated cash or property of \$250 or more, you must have a written statement from the organization.
- For more details, see Publications 526, [Charitable Contributions](#) and 561, [Determining the Value of Donated Property](#) available on IRS.gov or by calling 800-TAX-FORM [\(800-829-3676\)](#).

## MY VOTE!

### NAME OUR NEWSLETTER

We got some terrific ideas for names for this newsletter. All the names are listed here for you to review. Please pick **ONLY** one name from this list. Send an email with your vote using the subject line: MY VOTE to Donna.Smith@afrh.gov. Vote **NO LATER THAN April 30**.

1. AFRH BETWEEN THE LINES
2. AFRH DISTINGUISHED VOICE
3. AFRH GOOD NEWS
4. AFRH NEWS ROUND-UP
5. AFRH PAGES
6. AFRH SUCCESS CONNECTION
7. AFRH WRITE ON
8. **AFRH: A FORUM FOR RESOURCES & HAPPENINGS**
9. EYE ON YOU
10. OUR VOICE
11. STAFF TIMES
12. THE CONNECTOR
13. THE INSIDER
14. THE LITTLE PAPER WITH BIG NEWS
15. THE MESSENGER

## SALUTE OUR AFRH HEROES

AFRH-Washington was the site of a life-threatening emergency in the Assisted Living section of the Sheridan dormitory on the night of January 11, 2014. Nurse Assistant **Fanny Spriggs** heard a voice calling for help. Without regard for their personal safety, Ms. Spriggs and Security Officer **Clark Madden** began to help the Resident. Their heroic actions were beyond the call of duty and truly exemplify the commitment to serve our Residents. For a job well done the COO presented them with AFRH Special Act Awards-Heroism on March 20, 2014.



## PERSONNEL COMINGS AND GOINGS

### ACCESSIONS

**AFRH-G:**  
Angela Kirksey, LPN  
Waseem Uddin, Supervisory Clinical Nurse  
David Van Oeveren, LPN  
Debra DeCalle, LPN

### AFRH-W:

Mariama Kamara, LPN  
Janice Jones, CNA  
Briana Watford, LPN  
Faye Brown, CNA  
**Agency**  
Charles Hollings, ESSO

### SEPARATIONS

#### AFRH-G:

Christopher Lane, Contract Surveillance Rep  
Jennifer Nicole Saizan, Nurse Practitioner  
Sheena Schultz, Clinical Nurse  
Raffinee Hathorn, LPN  
Jan Michael Gonzales, Medical Records Technician

Clifton McKissick, LPN  
Marcella Spinnato, Asst. Supervisory Clinical Nurse  
Amanda Mosley, Nursing Assistant

#### AFRH-W:

Maxwell Solomon, Boiler Plant Operator  
Courtney Johnson, Supervisory Clinical Nurse  
Shelia Spurlock, Nurse Educator  
Rachel Pyatt, Nursing Assistant

#### Agency

Joyce Simpkins, Financial Management Officer

## EMPLOYEE TRAINING

### Gulfport:

- Annual training for required courses is April 21.
- In April Gulfport managers will go through a teambuilding workshop.
- Suicide Prevention training was in March. If you missed the class, please contact Shelly Thompson for makeup dates.

### Washington:

- AFRH-W will host its annual required training in June. Dates are TBD. Contact is David Lentz.

Throughout this quarter, the CHCO will arrange focus groups of managers for writing standards for the new IPP and rating schedule starting in July 2014.



AFRH Staff work hard to help Residents stay active. Susan Bergman, Gulfport Recreation Therapist, and Nicole Chappell, Washington Recreation Specialist, work to engage residents.



## IMPORTANT DATES

April 3	Employee Breakfast and Awards (AFRH-G)
April 9	National Former Prisoner of War Recognition Day
April 10	Employee Breakfast and Awards (AFRH-W)
April 15	Tax Day (IRS filing deadline for Tax Year 2013 returns)
April 21	Annual Required Training (AFRH-G)
April 22	Earth Day
May	Asian Pacific American Heritage Month

May 9	Military Spouses Day
May 11	Mother's Day
May 18-24	National Hurricane Preparedness Week
May 26	Memorial Day
June TBD	Annual Required Training (AFRH-W)
June 14	Flag Day
June 15	Father's Day



## PERSON-CENTERED IS STAFF-CENTERED – PCC Feedback

Participants in the Performance Management training classes in December 2013 and January 2013 were asked to write on Post-it Notes two separate categories of ideas (what is needed to be more Person-centered at AFRH and what measures of PCC could AFRH implement). All comments were anonymous. The results are below.

### How AFRH can be "more PCC"?

Total of 239 ideas (AFRH-G = 91 and AFRH-W = 148).

These ideas were grouped into 16 categories.

1. Better Communication	9. More Effective Team work
2. Better Management Support	10. More Home-Like
3. Better Resident Assistance	11. More Medical staff
4. Better Resident Transportation	12. More Resident Involvement
5. Better staff training	13. Resident counseling
6. Family Inclusiveness	14. Resident/Staff Cooperation
7. Improved Professionalism	15. Staff incentives
8. More (Better) nursing equipment	16. Tuition reimbursement

### PCC Measures for AFRH

Total of 28 ideas (AFRH-G = 7 and AFRH-W = 21).

These ideas were grouped into 7 categories.

1. Resident survey feedback	5. Listening
2. Set goals with timelines	6. Staff satisfaction with other AFRH staff responses
3. Staff survey feedback	7. Visitor/Guest feedback
4. Staff behavior	

Dr. Robyn Stone, Leading Age, spoke to AFRH Managers.

**What does it take to go to the next level of PCC?** Her answer: focus on staff, engage Independent Living Residents to improve their own health, and use Technology wisely.

Here is a sampling of the comments and suggestions.

### GULFPORT

- Make a parking lot out of some of the non-grassy areas.
- Get the ability to contact employees via social media, texting to pass important information, even during emergencies.
- Staff eating for cheaper
- Stop some of the call-ins
- Tuition assistance – education help for staff
- Fitness classes for employees
- Return staff comp time
- Schedule always changes; never set days (causes problems)

### WASHINGTON

- Focus on Resident who are not social
- Staff Team Work (meeting overriding meeting)
- Silos in Campus Operations around resident safety and comfort. Checks and balances needed.
- Increase use of game room, living rooms in Scott
- Tuition reimbursement for staff who want to go to school
- Wireless laptops for managers to monitor patient areas instead of offices
- Medication dispensing for Assisted Living residents (less institutional)
- Trust and honest communication (more)
- (more) Use of web-based training and testing
- More resident and staff outdoor activities